

SSC NOLA All Hands Teleconference
13 January 2006

SAFE HAVEN UPDATE

We have discussed Safe Haven orders on previous calls and today we need to spend more time on this important topic. As noted earlier, our facility remediation effort is going full bore, but we are still months away from being able to fully occupy our facility. Bottom line: the Safe Haven authorization for civilians' ends before we can reoccupy our facility, and we have been told by Task Force Navy Family not to anticipate an extension of this Safe Haven authorization. Consequently we are developing a plan that balances mission requirement and workspace availability with work force employment location opportunities. There are many factors going into this plan so we will try to make this as simple as possible.

First off, there are significant differences between Safe Haven provisions for civilian and military members. I don't want to confuse this safe haven issue by going into the details, but the 24 February termination date for Safe Haven authorization applies only to civilian Safe Haven authorization, the majority of our workforce. While most of our team has benefited greatly from the Safe Haven provisions, we now have to face the reality that the authorization is ending quickly, and we need our plan to address how SSC New Orleans will deal with the end of Safe Haven orders. As a side note – our command has no control over Safe Haven orders or authorization as this is governed by federal law.

Last week our leadership team began developing our New Orleans area workforce repopulation plan with the supervisors. Yesterday we held an All Supervisors call to further discuss this plan and receive their important feedback. We will continue to develop and refine this plan through the supervisors so it is in your best interest to remain in close contact with your supervisor. They need to be kept current with regard to your personal and professional situation so we can develop the best possible plan to support our mission requirements, given the myriad of issues we face together as a command.

By now everybody should have been contacted by their supervisor. If you have not been contacted by your supervisor within the last week then you need to contact him or her as soon as possible. If you are unable to contact your supervisor then contact the Jackie Goff and or the Executive Director directly. They will ensure you establish positive communications with your supervisor. Again, the driving force behind this plan to bring our workforce back to work in the greater New Orleans area is that Safe Haven authority for civilians is scheduled to end on 24 February.

We realize that many of our employees have homes that are not habitable at this time. Fortunately many have found or have made temporary living arrangements until permanent living arrangements can be completed. Many have relocated around New Orleans to oversee home recovery efforts. If you have not made these arrangements please do so quickly. In reality, our repopulation plan is already in motion as more than

120 employees are already working on site. In addition, both the NSIPS and DIMHRS PMO's are returning to New Orleans area and will work from the Port until their spaces are available. In addition, UNO has offered temporary space in building 1 that some employees could possibly use; however, building 1 has no NMCI connectivity. We are looking into a variety of options to best support our mission so you must stay connected through your supervisor.

That said, there are some employees who, due to a command driven mission priority, will remain working from their alternate work site. The TFARS development team, for example, is one team that will remain in place at Millington until the system is released in April. We evaluated their situation and due to the importance of the timing of this development effort and because shifting this work back to New Orleans will delay schedule and probably performance, those individuals supporting TFARS development will revert to command funded TDY orders on 25 February. This funding will only be provided until we have met the critical delivery date and at that point, the individual's TAD will be terminated, and they will be returned to New Orleans. In this case, however, the employee will receive per diem for Millington, but family members will not. Family member per diem was only available from Safe Haven orders and is NOT available from command funded TDY. In addition to our TFARS team, there are also selected individuals that will work from alternate locations in support of our planned transition from SPAWAR to MPT&E. Again these are command driven assignments in direct support of our command mission.

We understand that most of our employees want to return to New Orleans, but in the case of extenuating circumstances, if an individual desires to remain working at an alternate site at their own expense this will be allowed. You must work through your supervisor if this is your situation. Our number one priority, however, is working toward getting everyone back in one location.

As always, our leadership team commitment to every employee is to keep you included and informed of our progress.

HOUSING AVAILABILITY

-NSA Housing is accepting applications. Go to www.housing.navy.mil and follow the link for Navy Housing Guidance. Print the Application for Assignment to Housing, DD Form 1746, and fax it to (504) 678-2403. Include good, multiple contact telephone numbers and e-mail addresses if possible. This application will get the employee on the waiting list.

-There are about 75 government employees on the waiting list now.

-1st offer will probably be on-base housing and the fair market value is around \$1100, which is what they will charge.

-Employees with mortgages could be eligible for assignment to a trailer or leased housing at \$1 per day rather than the on-base housing.

-Military will have priority.

-Housing Office telephone numbers are (504) 678-2224/8.
-UNO trailers are being moved from the staging area to the permanent trailer site. These trailers will be available around 22 March for those who would still need housing. We need to scrub this request list, so if you previously notified Mr. Kondas you would need a trailer, and now no longer do, please let him know.

RESTORED LEAVE

Supervisors should forward justification for any request to restore lost leave to the Executive Director by 17 Jan 06. Supervisors are reminded that employees should now be providing a justification with any request for LN leave. Supervisors should identify work for any employee on regular LN instead of working either offsite or at SSC NOLA. This is also due to me via the chain of command 17 Jan 06.

CUBICAL CONTENT REMOVAL

Beginning last Saturday, 7 January, through Friday, 27 January, you will be allowed to pick up your cubicle contents from the SSC NOLA parking garage anytime between 7:30 a.m. until 3:00 p.m. This includes Saturdays and Sundays, but be advised, the base will be closed on Monday, 16 January, for the Martin Luther King Holiday. This schedule is irrespective of what floor or building you're in. When you arrive at the front gate you will be given a memo with additional instructions. (Included below.)

Note: For the most part the boxes for each building are located together. If you are facing the garage and the lake, the contents are staged thusly - Bldg. 2 items on the left, Bldg. 3 in the center, Bldg. 4 on the right. Floors are roughly collocated, although all of your boxes may not necessarily be on the same pallet. You may need to do some searching to find all of your items. The boxes are labeled with the building, floor and your extension (i.e. 2-5, 5530) Your name may or may not be on the boxes. We will work with anyone who cannot get to the site before 27 January; however, we need to begin liberating the garage to be used as a garage. Keep in mind we are not going to throw anyone's boxes away. If after reading the instructions below, you still have unanswered questions, e-mail jim.laurent@navy.mil

MEMORANDUM FOR THE RECORD

Subj: RETRIEVING YOUR PERSONAL PROPERTY

During the period of removing your personal property and associated work files, there will be no access to the buildings. We have environmental reports on hand that restrict access to the buildings unless you are properly suited and equipped with respirators. Please follow the existing instructions:

Please park in the front parking lot, Lakeshore drive side of the buildings and Proceed/walk to parking garage level one and ask for Mr. Bobby Scheuermann and/or Ms. Judy Dupre for assistance and direction.

Upon location of your personnel property OPEN EACH BOX, SEPARATE PERSONNEL ITEMS, (i.e., figurines, coffee cups, stuffed animals, shoes, etc.), GOVERNMENT PROPERTY, (i.e., hole punchers, tape dispensers, lamps, etc.), COMMAND FILES. (i.e., training records, contract records, program or project files, and financial records, etc.)

Personal Items: Keep or trash . It is necessary that you clean the items that you want to keep before introducing them into your home.

Government Property: Place in separate box and mark as Government Property.

Command Files: Remove from boxes and contact Mr Bobby Scheuermann , Ms. Judy Dupre, or Ms. Beverly Dupree for additional direction.

Trash: Deposit the TRASH items in the DUMPSTERS

Keep Items: Stage your KEEPER items, return to your vehicle and pull around to the garage and load your KEEPER box(es).

Complete the sign out sheet and EXIT the garage.

If you are picking up for another person, follow the same procedures above.

All contents are considered contaminated with bacteria and airborne mechanisms. Please do not bring any pre-Katrina items back to the facility or to the trailers. You also do not want to introduce these into your homes so please make sure you clean the items before you bring them into your home.

NEW CELL PHONE RULES

Effective 1 December 2005, on all DoD installations, cell phone use is prohibited in moving vehicles, unless used with a hands-free device. A \$50 fine applies if caught.

CIVILIAN PERFORMANCE REVIEWS

Normally at this time of year, we would be doing mid-year performance reviews. Since most of us are just getting standards set for our employees, we will postpone the mid-year review until early March. This will give the supervisor adequate time post-Katrina to evaluate the employee's performance and still leave over 3 months for the employee to overcome any deficiencies before the end of the performance year, 30 June 2006.

Supervisors should gather input from their employees through 28 February 2006, and complete the mid-year review by 15 March 2006. As always, copies of the Performance Planning/Appraisal forms, with the appropriate initials/dates, must be forwarded to the HR Division (N00E3) by close of business Friday, 17 March 2006. For those who have not faxed copies of the initial Performance Planning/Appraisal forms (with the

appropriate initials/dates) to N00E3, please do so immediately. The HR Division is currently in Millington and their fax number is (901) 874-2668 DSN 882-2668.

MARTIN LUTHER KING OBSERVENCE

Military personnel are authorized 4 hours liberty on 13 January 2006. (Upon supervisor's discretion). The federal holiday is designated as Monday, 16 January 2006. Liberty expires upon the commencement of work hours on 17 January 2006. Civilian personnel may take annual leave at 1200 hours or depart 59 minutes earlier than their normal scheduled departure time. Supervisors are encouraged to grant annual leave to civilian personnel that day.

MANDATORY TRAINING

1. **TRAFFICKING IN PERSONS TRAINING (VIA NKO)**- Please remember this training must be completed by 31 January 2006, and a copy of your completion certificate must be emailed or faxed to Ms. Charnelle Brown at charnelle.brown@navy.mil. Office telephone (901) 874-3524, FAX Telephone (901) 874-2668, DSN 882-xxxx.
2. **PREVENTION OF SEXUAL HARASSMENT (POSH) TRAINING**: The annual POSH training will be conducted via a slide presentation available through the Human Resources Office, New Orleans web site. To access the training, follow this link: http://hronwor.nmci.navy.mil:8001/work_devl/POSH_Trng.ppt. The due date for completion of this training is also 31 January 2006. A copy of your completion certificate must be emailed or faxed to Ms. Charnelle Brown at charnelle.brown@navy.mil , Office telephone (901) 874-352, FAX telephone (901) 874-2668, DSN 882-xxxx.